

## Reserve Service Policy

**Effective Date:** June 2016

**Originating Office:** Library Administration

**Supersedes /Amends Policy dated:** December 14, 2009    **Policy Number:** LA-7

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### PURPOSE OF RESERVE SERVICE

The main purpose of the Reserve Service is to support course work at Concordia. It aims to provide Concordia students with more direct and equitable access to course materials expected to have high use during a temporary period. More restrictive conditions of loans and access may therefore apply.

### DEFINITIONS

Primary Users: Primary users include all students, faculty and staff of the University, as defined in the *Library Loans Policy LA-1*.

Course Instructor: Course instructor is a faculty member teaching a particular course.

Physical Reserve Collection: The physical reserve collection consists of books and media materials from the Library's collection or a faculty member's personal collection.

Digital Course Readings: Digital course readings consist of articles, book chapters, e-books, web sites, course notes & slides, etc. requested by instructors for a particular course.

### POLICY

1. Instructors who wish to submit requests for electronic or print readings for their course should do so using the Libraries' online course reserve system.
2. A course instructor may assign course proxies to manage readings for a course on their behalf.
3. Requests are processed on a first-come first-served basis.
4. For physical reserve items, the instructor designates the library location to be either Vanier Library or Webster Library, regardless of the regular location of the item.
5. For each physical item, the instructor may designate the loan period according to the reduced time frames established for reserve material.

## LIBRARIES

6. Material from the reference, standards and periodicals collections may be placed in the reserve collection with permission of the subject librarian.
7. Items from Special Collections cannot be placed in the reserve collection.
8. Textbooks and other course material for undergraduate courses adopted through the Concordia Bookstore or the Co-op Bookstore by instructors are automatically placed in the reserve collection of the appropriate campus library.

### Digital Course Readings

9. Concordia Libraries is responsible for ensuring that digital course readings comply with the Canadian Copyright Act, Concordia's COPIBEC Agreement, and a publisher's license.
10. Within parameters, Concordia Libraries will seek permission and pay the required copyright fees for requested digital readings.
11. Digital course readings will be made available only to students enrolled in a course.
12. Digital course readings are intended for personal research and study only.

### Conditions of Loan

Conditions of Loans are outlined in the *Library Loans Policy LA-1* and summarized below:

13. Reserve items are available on a first come first served basis.
14. Reserve items are not renewable.
15. Holds or intercampus delivery requests of reserve material are not available.
16. All categories of primary users, as defined in the Library Loans Policy LA-1, may borrow items in the reserve collection.
17. Users must return reserve material to the circulation service point of the library from which it was borrowed.
18. Loan periods for each item are as indicated in the library catalog (e.g. 3 hours, 1 day, and 3 days).

### Removing Material from Reserve

19. Digital materials will remain available to students registered in the course until the end of exam period.

## LIBRARIES

20. Physical materials from the library's collection may stay on reserve for up to two years after the item has been last adopted for that course. Course packs are removed at the end of semester.
21. Instructor's copies in the reserve collection will normally be removed and sent back to the department at the end of the academic year in which they were requested.

## FINES AND SANCTIONS

22. Fines and sanctions for the physical reserves collection apply to all categories of users as outlined in the *Policy on Overdue and Lost Material LA-3*.
23. Failure to comply with the Copyright Act is a violation of federal legislation (see Policy on Copyright Compliance for further information:  
<http://www.concordia.ca/content/dam/common/docs/policies/official-policies/SG-2.pdf> )

## DISCLAIMER

24. Concordia University Libraries assumes no responsibility for loss or damage involving personal material that faculty members have placed on reserve. The Libraries will inform faculty members of any loss or damage of personal materials.

## QUESTIONS, COMMENTS OR COMPLAINTS

25. Questions, comments or complaints about this policy or its application should be addressed to the Library Administration Office:

by email to:

[libraryadmin@lists.concordia.ca](mailto:libraryadmin@lists.concordia.ca)

or by mail to:

Library Administration  
Concordia University, Webster Library  
1455 de Maisonneuve Blvd. West  
Montréal, Québec  
H3G 1M8